

### General Questions

1. **Has a process been developed with DRC to ensure that communications are shared with district staff before they are sent to schools?** Yes, Data Recognition Corporation (DRC) will make sure to communicate with the test coordinators prior to sending to individual schools.
2. **When will the EOC and Smarter assessment blueprints be provided?** Test blueprints will not be made available for End of Course Examinations, but information such as anticipated time per test are available in the Test Administration and Test Coordinator manual. The Smarter Balanced Test blueprints are available at [www.smarterbalanced.org](http://www.smarterbalanced.org).
3. **Will the Classroom Activities in grades 3-8 be required this year for Smarter Balanced Assessments?** Per the memo prescribed on 12/28/15, Classroom activities administered in the Spring of 2016 Smarter Assessment will not be required prior to administering the performance tasks. Districts may decide whether schools provide classroom activities prior to administering performance tasks.
4. **Will a determination be made regarding the content of the science EOC by early spring semester to allow schools to schedule students' classes accordingly?** The Nevada Department of Education (NDE) will be working with a team of education stakeholders across the state to make this determination. Once this is finalized, NDE will make sure to inform the districts.
5. **When will the 2015 EOC results/cut scores will be available?** NDE presented the results of the Math End of Course Examinations to the Academic Standards Council in January and the cut scores were approved to send to the State Board of Education; NDE will present the cut scores to the Nevada State Board of Education in March. If the cut scores are approved, Data Recognition Corporation (DRC) will score the spring 2015 student exams based on the approved cut scores. Reporting to districts will most likely occur in late March or April.
6. **What happens if a student was in the 2016 graduation cohort and then missed a year of school? Are they now in the 2017 graduation cohort?** The cohort for a student is assigned when they enter 9<sup>th</sup> grade the cohort is not the completion of graduation. If a student is unable to graduate within four years, they are a 5<sup>th</sup> year graduate of the cohort of which they had been assigned as a 9<sup>th</sup> grader. Cohort does not change based on illness nor failing a grade. NDE is unable to allow students to move in and out of cohorts based on their change in grade status.
7. **Due to NRS 389.015 being repealed, what is the protocol/timeframe for reporting scores?** Transitory language is in place to ensure that the HSPE timeframe stays the same for this year's HSPE retests. Nevada Department of Education Test Security Procedures describes the same timeframe for results dissemination as in the past.
8. **Are waivers for online End of Course examinations allowed?** The Nevada Department of Education is moving towards exclusive online assessments. It is understood that there may be challenges for some schools. The Nevada Department of Education and Data Recognition Corp (DRC) will be offering trainings for the online assessments in February, 2016. Data Recognition Corp (DRC) will also be providing an analysis of technology readiness through DRC's Technology Readiness Tool (TRT). This tool will help evaluate the technological capacity to successfully deliver online assessments. If schools are unable to have their students take the assessments online, NDE will provide an application for a waiver for schools to assess using paper and pencil

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versions of the assessments as per the Survey Monkey sent out on 1/13/16.

<https://www.surveymonkey.com/r/N8WTXDB>

9. **Will chrome books or iPads be usable to deliver EOC examinations and the Smarter assessments?** Yes, more information on how to download the software can be found in the DRC Insight Technology User Guide for Nevada.
10. **What does the testing window look like?** Please find the Testing calendar located here: <http://www.doe.nv.gov/Assessments/>
11. **Is NDE going to provide printed student reports for EOC examinations and the Smarter assessments?** NDE will provide printed individual student reports for the Math, Reading and Science sections of the HSPE retests. All other reports will be provided to districts online and it is up to the districts as to how they will communicate this information with parents and students.
12. **When will the assessment meetings take place?** NDE intends to conduct the assessment meetings every other Thursday at 8:00am, however in some cases, the meeting may need to change days and times.
13. **Will the PowerPoints from the assessment meetings be available to participants?** The meeting PowerPoints and recordings will be available through the Bighorn portal at Bighorn > Files > Districts File Folder > Assessment Team Meetings.
14. **Can paper pencil tests be made available to all students?** In the efforts to provide state-wide online summative assessments, NDE will only offer paper and pencil assessments instead of online assessments if a student is medically fragile or adjudicated.
15. **What calculators are allowed on the summative assessments?** For grades 3-5, students will not be able to use a calculator on any items. For grade 6, students will be able to use embedded basic calculators for applicable online items. For grades 7-8, students will be able to use embedded scientific calculators for applicable online items. For the End of Course Math assessments, both a scientific calculator and a graphing tool will be available for applicable online items.
16. **Do any of the Smarter Balanced Assessments require headphones or microphones?** All students taking the ELA assessments will need headphones but not microphones. There are listening items at each grade level for ELA. For science, headphones are only needed for students using the text to speech feature.

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**17. How many parts are in each assessment?**

Online CAT and PT	#Sections/part for CAT	#sections/parts for Performance Tasks (PT)
ELA 3-8	1 part (Can be taken across multiple days as long as the student hits "Pause" and "Exit" buttons; once the "End Test" button is hit the student is done testing and may not go back to that test.)	2 Parts (Reading portion must be completed on one day and Writing must be completed on one day.) There is no official break between the two parts but proctors must make sure that students do not go ahead to another part or back to a part they have already finished.)
Math 3-8	1 part (Can be taken across multiple days as long as the student hits "Pause" and "Exit" buttons; once the "End Test" button is hit the student is done testing and may not go back to that test.)	1 part (If you start a part, you must complete that part in one day)
Science 5-8	2 parts (If you start a part, you must complete that part in one day)	N/A
Science 10	2 parts (If you start a part, you must complete that part in one day)	N/A
EOC Math	2 parts (If you start a part, you must complete that part in one day)	N/A
EOC ELA	2 parts (If you start a part, you must complete that part in one day)	N/A

**Help Desk**

1. **Will guidelines be made available for schools to know what assistance the DRC help desk will provide and what questions should be forwarded to district or State staff?** Please contact DRC for any DRC specific questions. Email Address: [NVHelpDesk@datarecognitioncorp.com](mailto:NVHelpDesk@datarecognitioncorp.com)  
Phone Number: 866-588-4978

**Training**

1. **When will the first training with DRC be?** DRC will be providing Districts with training via webinar at the end of January and face to face trainings the week of February 8<sup>th</sup>.

**Pre-ID/Eligibility**

1. **Is a student who completed Algebra I and/or Geometry in middle school or out of state and the course is not showing on the transcript because the school was not accredited or whatever the reason may be, do they have to retake the course so that Algebra I or Geometry shows on the transcript?** In order to show eligibility to take an End of Course Examination, there needs to be proof that a student took the course applicable to that examination. If there is no record of the course, then the student would not be considered eligible to take the End of Course Examination. There is no reciprocity except for military transfer of the parent or legal guardian of the pupil who may receive a waiver from the requirements.
2. **Will there be a participation list for students who took the End of Course examinations?** DRC has provided the districts with a list of participants who took the 2015 End of Course Examinations. Since the Pre-ID file does not contain information on which tests a student

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should take, districts will still need to upload students into test sessions for each EOC examination.

3. **What will the rostering process be for each assessment? When/how will student data be pulled for each assessment?** Students will be pre-loaded from the PreID file for all computer assessments other than the Interim. Rostering will be processed using the Pre-ID files that have been cleaned by both the districts and NDE. Although the Pre-ID files are now “locked” at NDE in the early fall, districts must reflect the changes to enrollment since October. NDE and DRC will be available to aid districts if needed in this process. Please contact Glenn Meyer with any questions related to pre-id at [gmeyer@doe.nv.gov](mailto:gmeyer@doe.nv.gov).
4. **What will be the process for developing unique student identifiers (state student IDs) to school sites as new students enroll as well as for 1<sup>st</sup> and 2<sup>nd</sup> graders who take the WIDA?** All students in Nevada should be given unique student identifiers. The “Master Registry” tool available on the Bighorn portal can be used to access State Unique IDs.  
[https://bighorn.doe.nv.gov/Bighorn/default.aspx?ReturnUrl=%2f\\_layouts%2fAuthenticate.aspx%3fSource%3d%252f&Source=%2f](https://bighorn.doe.nv.gov/Bighorn/default.aspx?ReturnUrl=%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252f&Source=%2f)
5. **Since Kindergarten WIDA is being administered by paper and pencil, will state student IDs be needed for that grade?** All students in Nevada should be given unique student identifiers. See process in question 4.
6. **How do we do the EOC Pre ID Process?**  
2016 EOC Pre ID process:
  1. Districts produce EOC file for all students eligible to take the test.
  2. Districts run the EOC file for all students eligible file against the District Results file.
  3. Districts produce District 2016 EOC Pre ID file and send to NDE.
  4. NDE runs District 2016 EOC Pre ID file against State Results file as a check on the work done by the Districts.
  5. NDE produces FINAL 2016 Pre ID file and provides to DRC and districts.**NOTE:** districts may choose to skip #2 and provide EOC Pre ID file for all students eligible to take the test directly to NDE. NDE will run this against the all state results file

**Manuals/Test Administration Guidelines**

1. **What are the estimated Smarter/EOC testing times and when will that information be released?** Estimated testing times can be found in the Test Coordinator Manuals and Test Administration Manuals.
2. **Would it be possible to design the EOC to have four thirty minute sections, instead of two sixty minute sessions?** The End of Course examinations are not timed. Once a student stops the assessment for more than 20 minutes they will not be able to go back to any items they have previously seen, but they can continue from where they left off in the assessment. Districts are responsible for scheduling within the assessment window indicated on the Nevada Department of Education assessment calendar.
3. **Is it allowable to test on a Saturday within the window?** Saturday testing will not be allowable by the Nevada Department of Education.

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4. **Can multiple assessments be administered in the same room? Are the directions general enough so we can have Math EOC and ELA EOC administered in the same room?** Due to the assessments being online multiple assessments can be administered in the same room as long as the assessment procedures, directions, and other protocols required within each assessment are adhered to. Test Administrators are responsible and must adhere to the requirements of each assessment.
5. **What Calculator will be available for the math EOCs?** The End of Course Examinations for Math will include a scientific calculator and a graphing tool as part of the DRC Insight system.
6. **How do I access the File Layout for the End of Course Examinations?** In the DRC Insight system, go to Manage Students and at the top of the page, click on the tab titled "Upload Multiple Students". From there click the download "File Layout".
7. **What can be read aloud to students?**  
3-5 CRT/Smarter ELA/Reading Passages: Only with a special request from NDE. Items: Designated Support Math/Science All Content: Designated Support  
6 – 8 CRT/Smarter ELA/Reading Passages: Accommodation Items: Designated Support Math/Science All Content: Designated Support  
End of Course Examinations (EOC) ELA I and II Passages: Accommodation Items: Designated Support Math I and II Passages: Designated Support Items: Designated Support  
Integrated I and II Passages: Designated Support Items: Designated Support  
12, Adult HSPE Reading All Content: NO  
Math/Science\*\* WORDS ONLY: Designated Support  
NOTES: TEST CONTENT IS READ ALOUD IN ENGLISH ONLY, AND ONLY WHEN INDICATED ABOVE AS PERMISSIBLE.\*EXCEPTION: Blind students who do not yet have adequate Braille skills may be afforded a read-aloud accommodation for all ELA content.\*\*Mathematical and scientific symbols, including numerals, are NOT read aloud for the HSPE.
8. **What calculators can be used at what grades for the math assessments?** 6<sup>th</sup> grade- Basic calculator, 7<sup>th</sup> and 8<sup>th</sup> grade: Scientific; EOC math assessments: Scientific and graphing tool. NO HANDHELD CALCULATORS MAY BE GIVEN TO STUDENTS EVEN IF IT IS IN THEIR IEP. The calculator items are available for all students for which the item allows calculator use.

**E-Direct and DRC's Insight System**

1. **What is the web address for the testing site?** <https://nv.drcedirect.com/>
2. **Is there a pause function? How long is the pause? Can students leave the testing environment, accompanied by an adult, and come back to the item they had not finished?**  
There will be a pause function for both the Smarter Balanced Assessments and the End of Course Assessments. If a student leaves the assessment for 20 minutes or longer they will not be able to go back to the items they have previously seen. Students will continue the assessment from where they left off.  
Pause rules for Smarter and End of Course (EOC):
  - The number of items per session can be flexibly defined based on the student's needs. Students pace themselves while completing work. (Smarter TAM p. 62, 2015)

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- If the exam is paused for less than twenty minutes, the student can return to previous test pages and change the response to any item he or she has already answered. (Smarter TAM, p. 58, 2015).
  - If the test is paused for more than twenty minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages. (Smarter TAM, p. 58, 2015)
  - Breaks taken for less than 20 minutes during the exam must be supervised and peer interaction is prohibited.
3. **Will schools/districts have the ability to produce participation reports throughout the testing window?** DRC will be producing a participation report for the End of Course Examination at the end of the assessment window.
  4. **When will a tool for load testing of systems be selected?** DRC has a Technology Readiness Tool (TRT) that has been provided to districts for load testing purposes.
  5. **What will be the process for districts to participate in load testing to ensure system stability?** Districts will be asked to complete several steps to ensure system stability. DRC will be working with NDE and districts to ensure all systems are tested.
  6. **When will information regarding load testing be disseminated to districts?** DRC has provided districts with information about load testing. Please access the PowerPoint describing this process on the Bighorn Portal under Assessment Meetings.
  7. **Will guidelines be made available for when schools request test resets?** Please contact your District Test Coordinator first. If still having trouble, then contact DRC customer service help desk for reset requests.
  8. **When will the platform for Smarter and End of Course be available to enter Test Coordinators/Teachers?** DRC has provided uploading information to districts. Please access the PowerPoints provided by DRC at the Assessment meetings found in the Bighorn Portal for more information.
  9. **When will the platform be available for students to participate in the practice tests?** Practice tests are available at this link: <http://www.smarterbalanced.org/practice-test/>. The interim assessments will be delivered using the DRC platform. ELA interim assessments are available for district use now and the math interim assessments will be available 2/22.
  10. **Are there any differences in system requirements from last year?** There are no differences in the system requirements this year.
  11. **When will the EOC technology system requirements be released?** DRC will be providing technology system training during the week of February 8<sup>th</sup>. Information about these trainings will be sent out as soon as the details are released.
  12. **When will the digital modules and manuals for EOC and Smarter be available for accessing the system and training?** DRC will be providing access to the digital modules and manuals as we get closer to the assessment windows.

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13. **When will the secure browser for Smarter and EOC be made available to districts?** The secure browser is currently available to all districts.
14. **Does the software need to be loaded on to each computer, iPad, Chrome book, etc?** Each computer that will be used for testing will have to have the software loaded onto it. For sites with advanced technology, the IT technicians can push out the software to multiple computers without touching each one. For districts without advanced technology, they will have to install the software by going onto each computer. The specifications on how to load software on devices can be found in the Technology User Guide provided to District Test Directors in January of 2016.
15. **How will the testing tickets be used? Are they available once each student is loaded into the system?** Test tickets will be required. Students have to be loaded into the system and assigned into test sessions before the test tickets can be printed. The students can be assigned to test sessions through a file upload process.
16. **How will scores be provided to teachers?** Scores will be provided via the eDIRECT system (same place as for the HSPE reports). Once the math interim and the teacher scoring interface are available at the end of February, schools/districts will be able to access student results 24 hours after the scores for the PTs and constructed response items have been entered into the system. The scores will be student-level raw score, scaled score, achievement level, and content strand achievement (exceeds, meets, below). The score can be viewed on screen and printed and will be downloadable in CSV format. Aggregate school/district level scores will not be available. Remember that the educator scoring interface will not be available until Feb. 22, so until that time the score information is limited to raw scores on the machine scored items.
17. **Is the software for Indirect the same for the summative, interim, EOC, Science (5/8)and WIDA?** The INSIGHT software is the same for all the programs, including WIDA. However, the eDIRECT piece is different for WIDA. WIDA uses an AMS (assessment management system), which is a modified version of eDIRECT, to collect student information, order materials, etc.
18. **How can we make sure that students are not duplicated in the assessment system?**  
For Nevada (exception: Interim) we use 4 elements to match student records and define a unique student. These are State Student ID, First Name, Last Name, and DOB. When files are uploaded into the system, a match is made when all 4 elements are identical. When there is a match, the data fields in the file upload overwrite the original data (I will provide a list of the specific fields that are overwritten). One way to add new students is to include new students in the new file upload.\*Any new students will be added to the district/school. However, this process will not delete students even if they are excluded from the new file upload. Here are the rules for moving student records between districts/schools. The State and DRC can switch students from district to district. The District can move students from school to school within that district. The School cannot move students. This means when students need to be removed from sites, the district will need to send a request to DRC. The request should include the district name, school name, grade and/or content area, and student information (State Student ID, First Name, Last Name, and DOB).\*If a student has already been placed into a test session in another district, the student will need to be removed by DRC before a new district can add them.

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19. What supports are in the DRC Insight system currently? Currently, the DRC Insight system includes Text-to-Speech for all math items and science items and content. As well as ELA items, but not for ELA passages. In order for students to be able to have the passages read to them in Grades 3-5, the district must submit a special request to NDE at least 30 days prior testing. For grades 6-8, having the passages read aloud will be an accommodation. At this time, translated glossaries and dictionaries are not available on the DRC Insight system. Districts may provide students with Bilingual Dictionaries or Glossaries – word-to-word, paper only or word-to-signed symbol, paper only or; for use on the Summative Math CAT & PT, Summative ELA PT, Science, End of Course Math & ELA II (writing); NOT permitted on the Summative ELA CAT and End of Course ELA I (Reading). Test directions found in printable Test Administration Manuals (TAM) may be discussed with LEP students PRIOR to a testing session, typically the day before a test, with the help from an interpreter, matching content and intent without elaboration. Other supports include masking, color contrast, and highlighting tools.
20. Can we use scribes for the assessments for students who need it? EOC Read-aloud and scribing information will be addressed in the EOC Designated Supports doc. A new version is forthcoming and will be uploaded to the NDE website Assessment page; we will inform test directors of the update. Read-aloud for EOC passages is listed on the IEP/504 testing accommodations form as a pre-approved accommodation.
- A scribe for the ELA II/Writing response requires advance written permission from NDE. Protocol will be included in the approval correspondence.
- Smarter & Science
- NDE is still waiting for DRC to produce the 2015-16 Usability, Accessibility, and Accommodations Guidelines. To summarize, the approved designated supports for read-aloud are math, science and ELA items (not reading passages). Read-aloud for ELA reading passages at grades 6 – 8 is on the list of pre-approved accommodations on the IEP/504 testing accommodations form. Read-aloud for ELA reading passages at grades 3 – 5 requires advance written permission from NDE. A scribe is permitted as a designated support for math, science and ELA non-writing responses. For this year, this support is also listed on the testing accommodations form. A scribe for the ELA full write/long essay at all grades requires advance written permission from NDE. Protocol will be included in the approval correspondence.

### **Shipping**

1. **Will delivery of HSPE materials be 10 days prior to the test window opening for upcoming HSPE retests?** DRC will deliver HSPE materials 10 days prior to the test window opening for HSPE retests.
2. **How will Adult Ed. programs that are not included in the Pre-Id system get HSPE materials?** DRC will be using information collected from the October, 2015 administration of the HSPE retests to make sure that materials are delivered to adult education programs. It is also suggested that confirmation of delivery be requested by contacting the DRC help desk.
3. **Will all testing materials go through the district office?** DRC will contact district Test Coordinators to determine if materials should be delivered to the individual schools or to the district office.



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**Paper/Pencil**

1. **Are there paper/pencil accommodations for students with an IEP or 504?** Paper and pencil accommodations will be available for medically fragile, homebound and adjudicated students. Please contact DRC help for these requests. [NVHelpDesk@datarecognitioncorp.com](mailto:NVHelpDesk@datarecognitioncorp.com)

**Interim Assessment, Grades 3-8**

1. **What are the anticipated dates for the math and ELA interim assessments?** English Language Arts interim assessments are available to districts. The anticipated date for the mathematics interim is 2/22.
2. **What is the Department of Education's expectation regarding implementation of the interims; will participation be mandatory?** The interim assessments are not required and are to be used at the discretion of the district. However, the interims are aligned to the summative assessments that are required.
3. **What is the plan for training/professional development on the use of the system?** Training will be provided through the NDE assessment meetings at this time as well as a DRC webinar on 1/25 and face to face meeting the week of February 8<sup>th</sup>.
4. **Will DRC upload students for the Interim Assessments?** For the Interim, students will not be preloaded into the system. Districts will have to upload student information before testing. District information can be changed directly in eDIRECT>Students by DRC, schools and or districts. It is recommended that DRC doesn't change this information and that the new site uploads a new student file. This needs to be done via the student file upload (vs manually).
5. **How long is the interim suggested to take?** Smarter suggests a total testing time of 3.5 hours of computer time for ELA. For Math grades 3-5 the computer time is 2.5 hours and Math grades 6-8 is 3 hours. This time estimate does not include the Classroom Activity, which is optional.

**NSPF**

1. **For middle school students who are enrolled in EOC-eligible courses, will they be required to also participate in SBAC assessments? If not, will adjustments be made to account for their scores on the School Performance Framework?** Due the Nevada Department of Education not wanting to over burden students with testing, students are only required to participate in one assessment per grade. NDE allows double testing flexibility (EOC-Smarter), but does not require a district to NOT test a student on CRT if that student is taking an EOC.

**ACT**

1. **Are all subtests required in order to fulfill the participation requirement?** Students are required to participate in the ACT. Valid scores for all content areas and writing are necessary to fulfill the participation requirement. Students invalidated during their junior year should participate again during their senior year to meet this participation requirement.
2. **Will the State be paying for all students who did not take the ACT in 11<sup>th</sup> grade?** The State of Nevada will pay for any 12<sup>th</sup> grade student who did not take the ACT in 11<sup>th</sup> grade due to illness

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or absence for another reason approved by the Nevada Department of Education. NDE provides an 11<sup>th</sup> grade student the opportunity to take the test once. There is no retest.

3. **Are students in grades 3-5 required to take the ACT?** ACT is only required for participation by current 11<sup>th</sup> grade students.
4. **How does a district determine whether or not a student has participated in the ACT?** Districts are encouraged to ask students who transfer or have previously taken the ACT to provide a proof of participation by submitting an ACT score report to the district/or school.
5. **Do home school students get to take the ACT for free?** According to NRS 392.700, students who are homeschooled are allowed to take the ACT as part of the 11<sup>th</sup> grade cohort.
6. **What is the state-wide College and Career Readiness (CCR) assessment for students whose IEP Team determines they need an alternative to the ACT?** NDE does not currently have an alternate CCR assessment. As NDE explores possible alternative assessments for the 1% population, the Nevada Alternate Assessment (NAA) will serve as the alternate assessment for the CCR assessment. Districts must inform parents that their child's achievement will be measured on alternative or modified academic achievement standards.
7. **What happens if a student begins testing and leaves early?** The student will receive a score on the items they have finished (this score may end up to be non college reportable) and they are not allowed to go back to the test and finish.

#### **WIDA**

1. **How do we upload students for WIDA?**

For WIDA districts can continue to upload files until the last day of the testing window. Districts can upload files as many times as they want to. For WIDA, it's the same upload file process/file layout as was used originally. The matching criteria for WIDA is District-School-State ID. If a student is loaded who matches on these 3 elements, any different demographics will be applied to the record. If the student has changed schools or districts since the October file, one or more of the 3 elements will be unique and they will be added to the database. When DRC reports, they report only students who test. Thus, the transfer students will test at their new site and not their old. They will be reported to the new site. The not-tested record (old site) will not be included in data validation or reporting. NOTE: these transfer students should be ignored by the "old site." They should not be given a Do Not Score code or a record will be created. They do not need to be removed from the test sessions.

2. **Where can I find more information about the WIDA test in Nevada?** A WIDA Insight FAQ is available on the Nevada Department of Education website.

<http://www.doe.nv.gov/Assessments/>